

**MINUTES OF REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF  
EAST DOWNTOWN MANAGEMENT DISTRICT**

**January 8, 2020**

The Board of Directors (the “Board”) of the East Downtown Management District (the “District” or “EaDo”) met in regular session, open to the public, on January 8, 2020, at 12:00 p.m. at Combined Arms, 2929 McKinney Street, Houston, Texas 77003, inside the boundaries of the District, and the roll was called of the duly constituted officers and members of the Board, to-wit:

Pos. 1	Bryan Hucke	
Pos. 2	Kevin Hanratty	
Pos. 3	Jeremy Conner	Secretary
Pos. 4	Apurva Sanghavi	Vice-Chairman
Pos. 5	Fred Ghabriel	
Pos. 6	Andre Azizi	Assistant Secretary
Pos. 7	R. David Denenburg	
Pos. 8	Stephanie Macey	
Pos. 9	Shahin Naghavi	Chairman
Pos. 10	Jatin Patel	

and all of said persons were present, with the exception of Directors Azizi and Macey, thus constituting a quorum.

Also present for all or a portion of the meeting were DeShondra Handsford and Alton Carr of ParkHouston, a division of the City of Houston’s Administrative and Regulatory Department (“ParkHouston”); Linda Trevino of Metropolitan Transit Authority of Harris County (“METRO”); Ranjan Roy of Llewelyn-Davies Sahni on behalf of Tax Increment Reinvestment Zone 15 (“TIRZ 15”); Sergeant Maldonado of Harris County Precinct 6 (“Precinct 6”); Jessica Bacorn, Executive Director of the District; Jack Roland of Governmental Financial Reporting, LLC; A’Shunte Cashaw of Linebarger Goggan Blair & Sampson LLP; Joel Cleveland and Olivia Galvan of Jeanne H. McDonald, P.C.; and those attendees listed on the sign-in sheet attached hereto.

**WELCOME**

Director Naghavi welcomed everyone to the meeting.

**PUBLIC COMMENTS**

Ms. Handsford and Mr. Carr introduced themselves and provided a brief explanation of their duties with ParkHouston. After discussion, no action was necessary.

Director Denenburg entered the meeting at 12:06 p.m.

## **DELINQUENT ASSESSMENT REPORT**

This item was taken out of order. Ms. Cashaw then presented and reviewed with the Board the Delinquent Assessment Report, a copy of which is attached hereto. No action was necessary.

Ms. Bacorn then reported on calls received regarding the distribution of the District's supplemental assessment bills to property owners impacted by the District's Public Hearing. No action was necessary.

Director Patel entered the meeting at 12:11 p.m.

## **SAFETY AND SECURITY REPORT**

### **a) Report.**

Sergeant Maldonado of Precinct 6 reported on District crime statistics. After discussion, no action was necessary.

### **b) EEIC Contract.**

Mr. Cleveland reported that the District's Reimbursement Agreement for Security Services with the East End Improvement Corporation ("EEIC") is up for renewal on March 1, 2020. He then presented Amendment No. 4 to the Reimbursement Agreement for Security Services to reflect the 4.9% rate increase for law enforcement services and the change in payment dates for services provided in 2020. Discussion ensued regarding alternative law enforcement services the District could investigate for future service. After discussion, Director Hucke moved to approve Amendment No. 4 to the Reimbursement Agreement for Security Services with EEIC. Director Ghabriel seconded the motion, which passed unanimously.

## **BOOKKEEPER'S REPORT**

This item was taken out of order. Mr. Roland presented and reviewed with the Board the Accountant's Compilation Report dated November 30, 2019 ("Bookkeeper's Report"), a copy of which is attached hereto. Director Hanratty then inquired regarding the discrepancy between the District's year-to-date assessment revenues and budgeted revenues. Mr. Roland stated that the discrepancy may be due to a timing issue with the receipt of assessment revenue. Mr. Cleveland then suggested that the District request an assessment report from Harris County to provide more detail on the District's assessment revenues. Action was taken below.

Director Denenburg left the meeting at 12:42 p.m.

After discussion, Director Sanghavi moved to approve the Bookkeeper's Report and the payment of the invoices listed in the report. Director Patel seconded the motion, which passed unanimously.

## **BRANDING/LOGO**

Ms. Bacorn presented and reviewed with the Board a proposal from Calvin Eugene Creative to provide the District with new branding and marketing materials to educate real estate developers, investors and business operators on key data regarding the District. She stated that the proposal provides an itemized, a la carte list of services that the Board may select from. She also inquired regarding the District's interest in having Calvin Eugene Creative also provide website design services. Director Naghavi then asked about District's website traffic and the collaborative website with the East End District. In response, Ms. Bacorn reported that she is working with Dan Joyce of the East End District on updated content for the website. The Board then requested that Mr. Joyce attend the District's next meeting. After discussion, Director Sanghavi moved to approve the proposal from Calvin Eugene Creative for District branding and marketing materials subject to attorney review. Director Hucke seconded the motion, which passed unanimously.

## **MINUTES**

The Board then considered the minutes of its special meeting held on November 13, 2019. After discussion, Director Naghavi moved to approve the minutes of the November 13, 2019, special meeting as presented. Director Sanghavi seconded the motion, which passed unanimously.

## **SCENIC HOUSTON**

Ms. Bacorn reported that she and Mr. Cleveland attended a meeting with Scenic Houston regarding the next steps that need to be taken in furtherance of the Pease street project. After discussion, no action was necessary.

## **DISTRICT PROGRAMS AND PROJECTS REPORT**

Ms. Bacorn reported on the District's programs and projects.

Ms. Bacorn provided an update on the TIRZ 15 road and right-of-way improvements project, noting that she is in discussions with the TIRZ regarding landscaping planned to be incorporated into the project. She noted that the District would be asked to take on maintenance of the landscaping, and she is looking into what those obligations would be. No action was necessary.

Ms. Bacorn then reported on a request from Council Member Gallegos to establish a playground within the District. She noted that a location with adequate parking may be difficult to find and suggested that the District consider a playground near the District's dog park. After discussion, no action was necessary.

Ms. Bacorn also reported on a request from Houston First Corporation ("HFC") for the District to contribute to graffiti abatement services for the art installations located along certain I-59/I-69 overpasses, some of which are located in the District. She reminded the Board that it contracted with HFC in 2017 and agreed to pay up to \$8,000 in maintenance costs for the art installations but that the contract has since expired. After discussion, no action was taken.

Ms. Bacorn then reported on frequent requests from developers to the District for letters of support for their projects. She stated that she has been neutral with respect to requests associated with housing/apartments as those projects are not assessable by the District. She then requested direction from the Board on future developer requests. Discussion ensued regarding the District's position on requests for letters of support. The Board then discussed that the District should continue to remain neutral with respect to housing projects but that developers wishing a letter of support may conduct a presentation to the Board. The Board also stated that developers may contractually agree to pay the District's assessments.

**PUBLIC COMMENTS**

This item was revisited. Director Hanratty then inquired regarding the quorum and attendance requirements for the District. In response, Mr. Cleveland reviewed the statutory requirements for establishing a quorum of the Board. He also stated that directors who miss three consecutive meetings are statutorily resigned from the Board. Director Hanratty then requested that the Board be notified when a director may become statutorily resigned. He also requested confirmation that no director is currently classified as statutorily resigned. In response, Ms. Galvan confirmed that no director was statutorily resigned as of the date of the meeting. Director Sanghavi then commented on the importance of all Board directors to participate and contribute not just at meetings but on subcommittees as well. There were no further public comments.

**EXECUTIVE SESSION**

The Board did not convene in Executive Session.

**ADJOURNMENT**

There being no further business before the Board, the meeting was adjourned.

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Secretary/Assistant Secretary, Board of Directors

(SEAL)

**LIST OF ATTACHMENTS TO MINUTES**

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